



COMDTNOTE 1000

OCT 21 2002

COMMANDANT NOTICE 1000

CANCELLED: OCT 20 2003

Subj: CH-37 TO PERSONNEL MANUAL, COMDTINST M1000.6A

1. **PURPOSE:** This Notice publishes a change to the Personnel Manual. This Notice is for the use of all active and reserve Coast Guard members and other Service members assigned to duty within the Coast Guard.
2. **ACTION:** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD. An electronic version will also be made available via the Commandant (G-WPM-1) website (www.uscg.mil/hq/g-w/g-wp/g-wpm/WPM-1.htm) and the Department of Transportation website (<http://isddc.dot.gov/>). Further distribution via the Internet is authorized.
3. **DIRECTIVES AFFECTED:** Personnel Records Review Board, COMDTINST 1070.10.C. is cancelled.
4. **SUMMARY:** Enclosure (1) summarizes the substantial changes throughout the Manual provided as enclosure (2). Any pages inadvertently omitted from the "Remove" column in previous changes should be discarded as obsolete.
5. **PROCEDURES:** Remove and insert the following pages:

Remove

1.D. Pages 5-6
1.G. Pages 1- 4
1.G. Pages 9-10

4.B. Pages 9-10
4.C. Pages 17-24
4.E. Page 33

Insert

1.D. Pages 5-6
1.G. Pages 1- 4
1.G. Pages 9-10
Chapter 3
4.B. Pages 9-10
4.C. Pages 17-24
4.E. Pages 33-34

DISTRIBUTION - SDL 139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3		3	2	1	1	1	1		1	1	1	1	1	1	1	1	1	1					
B		5	10*	1	21	10	25	30	8	6	7	7	6	60	2	1	3	110	1	1	12	1	22	1	1	1
C	5	2	3	4	2	2	2	2	2		3*	2	1	4*			1	1		1	1	1	1	1	1	1
D	2	1	1	5	1	1	1	1		1	3	1*	1	1	2	1	1	1	1	1	1	1				1
E	2	4*						1						1*				1								
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: See action paragraph.

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Remove

4.G. Pages 29-30
5.C. Pages 23-24
5.C. Pages 27-34
5.E. Pages 1-3
7.B. Pages 3-4
8.F. Pages 17-32
8.F. Exhibit 1 Page 1

10.A. Pages 9-12
10.A. Pages 15-30
10.A. Pages 37-38
10.A. Pages 45-50
10.B. Page i
10.B. Pages 1-30
12.A. Pages 3-6
12.B. Pages 9-10
12.B. Pages 19-22
12.B. Pages 31-34
12.B. Pages 39-42
12.B. Pages 47-48
12.E. Page i
12.E. Pages 1-16
12.G. Pages 1-2
14.B. Page i
14.B. Pages 1-4

Insert

4.E. Pages 35-37
4.G. Pages 29-30
5.C. Pages 23-24
5.C. Pages 27-34
5.E. Pages 1-3
7.B. Pages 3-4
8.F. Pages 17-33
8.F. Exhibit 1 Page 1
8.F. Exhibit 3 Page 1
10.A. Pages 9-12
10.A. Pages 15-30
10.A. Pages 37-38
10.A. Pages 45-50
10.B. Page i
10.B. Pages 1-23
12.A. Pages 3-6
12.B. Pages 9-10
12.B. Pages 19-22
12.B. Pages 31-34
12.B. Pages 39-42
12.B. Pages 47-48
12.E. Page i
12.E. Pages 1-14
12.G. Pages 1-2
14.B. Page i
14.B. Pages 1-10

6. FORMS AVAILABILITY: The forms listed throughout this document are available from Jetforms Filler on the Coast Guard Standard Workstation.



SALLY BRICE-O'HARA

Rear Admiral, U. S. Coast Guard

Director of Personnel Management

Encl: (1) Summary of Changes

(2) Change 37 to Personnel Manual, COMDTINST M1000.6A

CH 37 TO PERSONNEL MANUAL, COMDTINST M1000.6A**SUMMARY OF CHANGES**

Chapter 1	
Article 1.G.2.	Revised to reflect that indefinite reenlistments will normally expire on the last day of the month the member achieves 30 years active service.
Article 1.G.6.	

Chapter 3	
Chapter 3.A.	Policy on Enlistment Bonuses added to PERSMAN.
Chapter 3.B.	Policy on Critical Skills Retention Bonuses added to PERSMAN.
Chapter 3.C.	Selective Reenlistment Bonus policy added to PERSMAN.

Chapter 4	
Article 4.B.6.a.	Obligated Service for "A" school graduates will be as directed by the Training and Education Manual, COMDTINST 1500.10 (series).
Article 4.C.6.	Administrative details are updated.
Article 4.C.7.d.	Relief for Cause of EPOs and XPOs will be conducted in accordance with Article 4.F. CGPC is the authority to order permanent RFC.
Article 4.C.8.d	
Article 4.E.20.	USCGC Barque EAGLE non-rate assignment policy added.
Article 4.G.20.a.	Updates guidance on documentation for travel orders.
Article 4.E.21	Policy on Rating Force Master Chief added to PERSMAN.

Chapter 5	
Article 5.C.12.a.	MK added to the ratings requiring normal color perception.
Article 5.C.14.a.	Minimum active service requirements for advancement to E-5 and E-6 are required to be in the current rating.
Article 5.C.14.b.4.	To reflect policy on indefinite reenlistments, references to E-8 and E-9 removed from article.
Article 5.C.15.	Policies regarding minimum sea duty updated.
Article 5.C.15.b.	International Training Division added to units which assignment to qualifies as sea duty.
Article 5.C.16	Maximum sea duty points for SWE competition increased to 30 points.
Article 5.C.25.e.	Article updated to reflect policy on indefinite reenlistments.
Article 5.E.	Article updated to clarify advancement or designating of nonrated member under striker program outside of normal path of advancement.

Chapter 7	
Article 7.B.2.c.	Special liberty may be granted for PCS related activities.

Chapter 8	
Article 8.F.5.c.	Policy guidance is added on DNA collection and analysis requirements for members convicted of certain offenses.
Article 8.F.4.i.3.	Brig visitation and oversight for administrative issues is consolidated under Commanding Officer, HRSIC.
Article 8.F.6.	

Chapter 10	
Article 10.A.2.e.	Requirement to attach comments to an OER when a non Coast Guard member is the reporting officer has been removed.
Article 10.A.3.a.	Regular OERs for LTJGs on the ADPL who are eligible for in zone/ above zone promotion boards shall submit their OER by 30 June. For OER schedules, 6 months is defined as 182 days and 3 months is defined as 92 days.
Article 10.A.4.c.	OERs will not have signature dates before the end of the period.
Article 10.A.4.f.	The mentioning of any medical or psychological conditions (whether factual or speculative) and NFFD status is prohibited.
Article 10.A.4.g.	Reported on Officers now have 21 days to reply to Supervisors.
Article 10.B	Replaced the Enlisted Performance Evaluation System with the Enlisted Employee Review System (EERS)

Chapter 12	
Article 12.A.2.g.	CGPC will instruct units on the types of separations officers will receive.
Article 12.A.5.h.	Officers requesting to withdraw a voluntary resignation must acknowledge that they will be required to serve a minimum of two years.
Article 12.B.4.a.	Removes direction to assign RE-4 to E-2s separating after 4 years AD.
Article 12.B.7.d.2.	Members requesting separation in lieu of executing PCS orders must so request within 15 days of receipt of orders.
Article 12.B.7.e.	Members requesting to withdraw a voluntary separation must acknowledge that they will be required to serve a minimum of two years.
Article 12.B.12.a.5.c.	Prior service members serving on an original enlistment in the Coast Guard who are separated with 60 days or less of Coast Guard active service may receive a Convenience of the Government discharge for pre-existing conditions.
Article 12.B.12.b.2.	Article updated to reflect policy on indefinite reenlistments.
Article 12.B.15.c.	When discharging prior service members with less than 60 days service, the 60 days referred to is Coast Guard active service.
Article 12.B.16.e	
Article 12.B.18.b.	Members undergoing prior service training who are separated for misconduct will be treated similar to those in recruit training. Separation for 3 or more unauthorized absences within a 6-month period is no longer required to total 30 days or more in order to be separated.
Section 12.E.	Policy on homosexual conduct is edited for clarity.
Article 12.G.3.	Language revised to clarify that a member may serve until the last day of the month the member achieves 30 years active service.

Chapter 14	
Article 14.B.3.	Policy on the Personnel Records Review Board is added to the PERSMAN.